

2016-2017 USDA Fresh Fruit and Vegetable Program Grant

Federal Fiscal Year 2017

Administered by:

The Nevada Department of Agriculture

Food & Nutrition Division

Applications Due by 5:00pm May 13, 2016

Contact Person:

Catrina Peters, School Nutrition Services Manager

405 South 21st Street

Sparks, Nevada 89431

(775) 353-3751

cpeters@agri.nv.gov

[http://nutrition.nv.gov/Programs/Fresh Fruit and Vegetable Program \(FFVP\)/](http://nutrition.nv.gov/Programs/Fresh_Fruit_and_Vegetable_Program_(FFVP)/)



TABLE OF CONTENTS

Background/Overview	Page 3
Scope of Work Program Priorities	Page 3
Application Deadline	Page 3
Funding Availability	Page 3
Eligible Recipients	Page 4
Application Submission Instructions	Page 4
Timeline	Page 5
Application Review & Selection Process	Page 5
Grant Award/ Post-Award Process	Page 6
Use of Funds	Page 6
Request for Reimbursement	Page 6

Background/Overview

The Fresh Fruit and Vegetable Program (FFVP), under Section 19 of the Richard B. Russell National School Lunch Act (NSLA), has been a nationwide program since 2008 and operates in selected elementary schools in the 50 States, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands.

Funding for this program is provided through The Food, Conservation and Energy Act of 2008, also known as the Farm Bill, which became law on May 22, 2008 (P.L.110-234). Section 4304 of P. L. 110-234 amended the Richard B. Russell National School Lunch Act (NSLA) by adding section 19, the *Fresh Fruit and Vegetable Program (FFVP)*.

Scope of Work/Program Priorities

The Nevada Department of Agriculture (NDA) is pleased to announce a grant to increase fruit and vegetable consumption among elementary students attending schools with high rates of free and reduced price lunch. Funds will allow schools to purchase a variety of domestic (when available) fresh fruit and vegetables to be distributed to children at school as a healthy snack option twice per week. NDA will give priority to the highest need schools that have 50 percent or more of the enrolled students eligible for free or reduced price meals.

Application Deadline

To be eligible for consideration, the NDA must receive all submissions in hardcopy no later than **5:00pm on May 13, 2016.**

All documents must contain original signatures and be complete. In addition please send an electronic copy to Brittany Mally at b.mally@agri.nv.gov by 5:00pm on May 13, 2016. The Nevada Department of Agriculture will not consider any incomplete application submissions.

Funding Availability

Schools selected for the program will receive \$50-\$75.00 per student to provide fresh fruits and vegetables **twice a week** to students outside of the school breakfast and lunch program during the 2016-2017 school year. Funding will be determined by the total enrollment of schools selected to participate in the FFVP. Each school will receive funding based on the number of students enrolled at the time of the grant application. The allotted amount of funding for the state of Nevada will be made available in June 2016 and all funding is dependent upon availability of federal funds. All funds will be granted to the school district and those funds will be disseminated by the district to the individual schools who receive the funding. There will be two funding allocations: one in July for the first quarter of the school year which ends September 30th and the second will be for the remainder for the school year to run October 1 through June 30th of that year.

Eligibility for FFVP

Schools are selected according to the criteria in section 19 of the Richard B. Russell National School Lunch program. Below is a summary of the criteria:

- Elementary schools selected are those in which 50% or more of students are eligible for free or reduced price meals;
- Priority will be given to elementary schools with the highest free and reduced eligible students
- A partnership with one or more entities that provide non-Federal resources (including entities representing the fruit and vegetable industry) for the acquisition, handling, promotion, or distribution of fresh fruits and vegetables;
- Other support that contributes to the purposes of the program, such as nutrition education;
- Schools that are applying must provide a certification of support signed by the school food service manager, school principal, and the district superintendent.

Application and Submission Instructions

Hardcopies of completed applications with original documents must be received by:

Friday, May 13, 2016 at 5 PM PST.

All signatures must be original and must be in blue ink. Applications will be accepted via mail, express delivery or hand delivery (between 8:00am- 5:00pm Monday- Friday) at the NDA office at 405 South 21st Street, Sparks NV 89341.

No emailed or faxed applications will be considered.

Send or deliver applications to the address below:

Nevada Department of Agriculture
Food & Nutrition Division
Attn: Brittany Mally
405 South 21st Street
Sparks, NV 89431

Please mark on the outside of the envelope: FFVP Grant

*Incomplete applications will not be considered for funding so please ensure that you thoroughly read this document and address all questions completely prior to submission. **Inquiries regarding the application process should be addressed to Catrina Peters, School Nutrition Services Manager, (775) 353-3751 or cpeters@agri.nv.gov.***

Timeline

March 14, 2016 – Request For Proposal released by NDA.

May 9, 2016- Last day for questions/Technical Assistance.

May 13, 2016- Full Applications are due to NDA.

*** Grant awards will be made pending Federal funding being made available to the NDA

Application Review and Selection Process

Applications will be reviewed internally by two School Nutrition Services staff and one fiscal staff member to provide a financial and technical review of applications for eligibility, completeness, accuracy and compliance with the requirement outlined in this announcement. If an applicant grant packet is deemed ineligible, NDA staff will provide information about the components or elements that did not meet state eligibility requirements. During the application review process, clarification regarding application content may be requested.

Nevada is seeking a diverse blend of schools for the FFVP within the requirements of the law. In addition, USDA is seeking a variety of implementation strategies, use of complementary nutrition education and promotion activities, and the support and commitment provided by school food service, school administration, teachers, and outside organizations. The degree to which a proposal demonstrates a high likelihood of success will improve the chance of selection. The criteria rating form below will be used in the selection process.

CRITERIA	POINTS
Effective and Efficient use of Resources	1-15
Means of Distribution of Fruits and Vegetables to Students	1-15
Partnerships	1-10
Promotion of Fruits and Vegetables to Students	1-10
Nutrition Education Activities	1-10
Presentation and Reasons to be Selected	1-15
Percentage of Eligible Free and Reduced Students	1-25
Free & Reduced Students 90-100% = 25 Points	
Free & Reduced Students 80- 89% = 20 Points	
Free & Reduced Students 70- 79% = 15 Points	
Free & Reduced Students 60- 69% = 10 Points	
Free & Reduced Students 50- 59% = 5 Points	

If applicants would like to review their evaluation criteria, a request can be submitted to the Program Coordinator within 30 days of receiving written notice of application review status.

Grant applications submitted are considered public information once submitted.

Grant Award/Post-Award Process

Upon final approval, all sub-grant recipients must sign an Addendum to State Agency- School Food Authority Agreement stating that funds shall be used as described in the application.

By signing the sub-agreement you agree to the terms in the Uniform Federal Assistance Regulations, complete activities outlined in your approved grant application, all state and federal laws, approved budget, NDA policy/procedures, and Award Terms and conditions of parent award.

- Disclose Conflicts
- Use award funds for purposes only as specified in agreement.
- You must comply with all labor laws, Civil Rights Act of 1964, and the
- American Disabilities Act.

Use of Funds

Funds are to be used primarily to purchase, prepare and distribute fresh fruits and vegetables to students at no charge. The intent is to offer fruits and vegetables, twice per week, at times in addition to breakfast and lunch and introduce students to a wide variety of fruits and vegetables. Schools may use up 10% of the funds for administrative costs. Please note that labor costs associated with preparing and distributing the fruits and vegetables are considered operational expenses and must be reasonable and necessary. **The program should be structured so that maximum benefits go to children.**

Reimbursement of Expenses

School districts will be reimbursed for schools with FFVP funds for expenses incurred up to the allocation provided. Generally, the process will work as follows: School districts will consolidate claims from schools participating in the FFVP and submit claims for reimbursement of expenses to the Nevada Department of Agriculture (NDA) on a monthly basis. The reimbursement categories are itemized: Operational Expenses-food expenditures and labor costs for preparing/distributing fresh fruits and vegetables, and Administrative Expenses-other personnel cost, durable supplies/equipment and expendable supplies. Funding is allocated on a proportional basis dependent on school enrollment from participating Nevada schools. The NDA cannot provide a firm number as to the amount that will be appropriated until applications have been approved. However, the FFVP grant funding for each student participating in the program must be \$50-\$75.